

**INTERNAL AND EXTERNAL POSTING
TEXAS HOUSE OF REPRESENTATIVES**

Applications are now being accepted for the position of:
HOUSE STEWARD II
(Session Position Only - 1 Position)

GENERAL DESCRIPTION: Performs cleaning/custodial work. Work involves the sanitation and cleaning of House facilities, including bathroom and kitchen facilities, ensuring equipment and work areas are maintained in a clean and sanitary manner. Work may also include some light food prep and food service. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EDUCATION AND EXPERIENCE: Graduation from a standard senior high school or equivalent is preferred. Experience and education may be substituted for one another. Experience cleaning and maintaining historic spaces preferred. Experience in food service work preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of cleaning techniques and procedures and of inventory control principles and methods. Skill in the use of custodial materials and chemicals. Knowledge of food preparation methods, food storage, preservation. Skill in the operation, cleaning and sanitizing food appliances and equipment. Ability to prepare and serve food. Ability to keep the dining, service and food preparation areas maintained and make sure the equipment is properly cleaned, sanitized and maintained. Ability to report defective equipment for repair. Ability to train and/or assign the work of others. Ability to assist supervisor with scheduling and completing special projects. Flexibility to work extended hours and weekends when necessary. Ability to communicate effectively with House Members, their staff and department personnel. Must adhere to department policy and procedures. Ability to perform other duties as assigned.

GENERAL SALARY INFORMATION:

SALARY:	Monthly salary determined by experience and qualifications.
OPENING DATE:	April 6, 2017
CLOSING DATE:	Until Filled
HOURS:	7:00 a.m. - 4:00 p.m.
APPLY TO:	Texas House of Representatives Payroll/Personnel Department P.O. Box 2910 Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.